

BY ORDER OF THE COMMANDER



SAFB SUPPLEMENT 1

AFI 10-201

8 July 1999

Operations

STATUS OF RESOURCES AND TRAINING SYSTEM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the **SAFB WWW** site and can be downloaded at: <http://webi.sheppard.af.mil/82cs/safbpubs>. If you lack access, contact your Publication Distribution Office.

OPR: 82 TRW/CP (SrA Kinnard)

Certified By: 82 TRW/CP (MSgt Adams)

Pages: 8; Distribution: F

AFI 10-201, 1 October 1995, is supplemented as follows:

1.12.2. (ADDED)(AETC) Additionally, Wing SORTS managers will:

1.12.2.1.(ADDED)(SAFB) Maintain original unit Designed Operational Capability (DOC) statements and ensure all required coordination is annotated.

1.12.2.2.(ADDED)(SAFB) Maintain the current and previous month's worksheets with the original signature of the respective commander or designated representative in the commander's absence.

1.12.2.3.(ADDED)(SAFB) Provide unit commanders and SORTS monitors with a unit Timeliness and Accuracy Report approved by the 82 TRW/CV. If errors exist in a unit's report, an additional letter will be sent to the unit monitors explaining the error(s) and, if necessary, the Wing SORTS manager will provide assistance in correcting the report. Whenever possible, pass pertinent information to the unit monitors (such as crossfeeds and helpful hints).

1.12.2.4.(ADDED)(SAFB) Ensure representatives from Personnel Readiness, Manpower Office, Supply, and the Installation Deployment Officer attend training meetings when necessary. They should be prepared to discuss current trends and topics that affect SORTS reporting.

1.12.2.5.(ADDED)(SAFB) Brief the Wing commander and obtain releasing authority at least two duty days before the report is required at AETC.

1.12.2.6.(ADDED)(SAFB) Ensure unit commanders accomplish an annual review of their DOC statement. Signature and date in section VI are required. DOC statements must be coordinated and returned to the Command Post within five days of receipt by the unit SORTS monitor.

1.12.2.7.(ADDED)(SAFB) Provide an annual briefing regarding the SORTS program (i.e., significant changes) to commanders of SORTS reporting units. Alternate releasers should be briefed also.

1.12.2.8.(ADDED)(SAFB) Ensure the training outline is updated as necessary. The training program will be used to conduct and monitor all training.

1.12.2.9.(ADDED)(SAFB) Ensure the locally tailored SORTS self-inspection guide is updated at least 3 months prior to a SAV.

1.12.2.10.(ADDED)(SAFB) A SAV schedule will be sent out to the unit monitors a minimum of one month prior to a SAV.

1.12.2.11.(ADDED)(SAFB) SAV inspections will be conducted semiannually during the months of March and September.

1.12.2.12.(ADDED)(SAFB) The Command Post will retain a copy of the most recent SAV results in each unit's folder.

1.12.2.13.(ADDED)(SAFB) Units must send all correspondence through their unit commander and the Wing commander.

1.12.2.14.(ADDED)(SAFB) Schedule appointments with unit SORTS monitors to turn in reports with a letter or e-mail (must save "read" receipt for e-mail) no later than the tenth of each month. At a minimum, it will include:

1.12.2.15.(ADDED)(SAFB) Date and time worksheets are due to the Command Post. Normally, completed worksheets are due at the Command Post no later than close of business five duty days before the report is required to AETC. **NOTE:** This will allow two duty days for preparing the report and two duty days to brief the Wing commanders. Ideally, the report will be sent one duty day before it is required at AETC; however, the extra day will allow for any unusual circumstances that may occur.

1.12.3.(ADDED)(AETC) Additionally, the Manpower Office will:

1.12.3.1.(ADDED)(SAFB) Ensure the POC memorandum contains the names and ranks of personnel authorized to coordinate the DOC statement. Also, include duty phone number, home phone number, and SSAN. A new memorandum must be accomplished within five days of any changes to information.

1.12.3.2. (ADDED)(SAFB) Send a representative to SORTS training meetings at least annually. Representative must be prepared to discuss current trends or other topics affecting SORTS.

1.12.4.(ADDED)(AETC) Additionally, the Personnel Office will:

1.12.4.1.(ADDED)(SAFB) Ensure the POC memorandum contains the names and ranks of personnel authorized to coordinate the DOC statement. Include duty phone number, home phone number, and SSAN. A new memorandum must be accomplished within five days of any change to information.

1.12.4.2.(ADDED)(SAFB) Send a representative to SORTS training meetings. Representative must be prepared to discuss current trends or other topics affecting SORTS.

1.12.4.3.(ADDED)(SAFB) Document training when accomplished separately from the scheduled SORTS managers training. Also, provide a copy to the SORTS manager and applicable unit within five days.

1.12.4.4.(ADDED)(SAFB) Send a representative to scheduled SORTS training meetings at least annually. An opportunity will be available to discuss current trends or other topics.

1.12.7.(ADDED)(AETC)(SAFB) Additionally, the Chief of Supply will send a representative to SORTS training meetings. Representative must be prepared to discuss current trends or other topics affecting SORTS.

1.13.1.(ADDED)(AETC) Additionally unit commanders will:

1.13.1.1.(ADDED)(SAFB) Attend mandatory initial training provided by the SORTS manager on local issues, processing instructions, commander responsibilities, unit monitor responsibilities, and SORTS manager responsibilities.

1.13.1.2.(ADDED)(SAFB) Ensure designated alternates are briefed/trained on procedures in approval and releasing of SORTS information. This can be provided by the Wing SORTS manager or the unit SORTS monitor. Documentation must be maintained by the Wing SORTS manager, and unit monitors.

1.13.1.3.(ADDED)(SAFB) May schedule a meeting with the incoming commander, unit SORTS monitor, and the Wing SORTS manager (if requested) to discuss the DOC statement and current status.

1.13.2.(ADDED)(SAFB) Will ensure the appointment memorandum is current. A new memorandum will be accomplished within five days of any changes to the information. At a minimum, the following information will be included for unit SORTS monitors:

- Name and rank (specify whether primary or alternate)
- Duty and home phone numbers
- Office symbol

- Security clearance
- E-mail address (if available)

1.13.2.1.(ADDED)(SAFB) Additionally, the unit monitors will:

1.13.2.2.(ADDED)(SAFB) Maintain a classified and an unclassified continuity book in accordance with (IAW) AFI 10-201/AETC Sup 1, Attachments 6 and 7.

1.13.2.3.(ADDED)(SAFB) Maintain a copy of AFI 10-201/SAFB Sup 1.

1.13.2.4.(ADDED)(SAFB) Schedule a training session with the Wing SORTS manager upon selection for unit monitor duty. The Wing manager will ensure the person receives basic SORTS training. The Wing manager will then document the initial training. The Wing manager and the unit monitor will maintain a copy of the certificate of training.

1.13.2.5.(ADDED)(SAFB) After training with the Wing SORTS manager, the unit monitor will train replacement and alternate monitors, using AFI 10-201, AFI 10-201/AETC Sup 1, AFI 10-201/SAFB Sup 1, unit worksheets, and unit training outline. As a minimum, the training will ensure coverage of security (classification, storage, transportation, and markings), overall C-level, measured area level data, personnel substitution guidance, preparing and completing worksheets, common deficiencies or errors, reporting responsibilities, and commanders responsibilities. The trainer and trainee will both sign the unit training outline, submit a copy to the Wing manager, and post the original in the units unclassified continuity binder.

1.13.2.6.(ADDED)(SAFB) Create and maintain a unit specific SORTS checklist or guide in the unit unclassified continuity binder. This guide will give a step-by-step account of the units SORTS submission process. Changes or updates to this guide will be made when they occur.

1.13.2.7.(ADDED)(SAFB) Develop and maintain a unit training outline; describe the process for reporting SORTS including unit unique instructions in how to accomplish and maintain the unit's SORTS Program.

1.13.2.8.(ADDED)(SAFB) Annotate declassification instructions (ten years from creation date) in the section provided on the SORTS overall page of the worksheets.

1.13.2.9.(ADDED)(SAFB) Deliver complete (filled in to include listing all critical AFSCs on the appropriate worksheet, remarks, and appropriate signatures), accurate (C-level and percentages) worksheets to the Command Post not later than five duty days before the report is due at AETC (the 28th of each month by 2400Z). If the worksheets are not complete or incorrect, the unit monitor will be required to obtain a second signature from the releasing official.

1.13.2.10. (ADDED)(SAFB) Upon worksheet turn-in, unit monitors will bring hard copy verification documents to back up each input within the SORTS report. Documentation will then be placed in the section provided in the units unclassified continuity binder.

1.13.2.11.(ADDED) When remarks in the SORTS database are no longer needed the remark sheet will annotate the deletion. (**Example:** Classification: U, Action: D, Label: ESRES)

1.13.2.12.(ADDED)(SAFB) Ensure the appointment memorandum is current. A new memorandum will be accomplished within five days of any changes to information. At a minimum, the following information will be included for the unit SORTS monitors and releasing officials; name, rank and signature block (specify whether primary or alternate), duty and home phone number, office symbol, and security clearance. The unit security manager will endorse the letter to verify individual's security clearance.

1.13.2.13.(ADDED)(SAFB) Ensure the alternate accomplishes the unit SORTS worksheets at least once every quarter, in order to maintain the proficiency needed to prepare a proper SORTS report.

2.3.1.(ADDED)(AETC) The Command Post will provide each measured unit a copy of their USAF approved DOC statement. The measured unit will coordinate all DOC statements. The original DOC statement will be maintained by the Command Post. DOC statements will be coordinated within five days (If the unit monitor cannot accomplish the coordination within this period a memo for record with the unit commanders indorsement explaining the reason the coordination was not accomplished in the allotted time). The DOC statement must be coordinated in the following order: Manpower, PRU, IDO, unit commander, and lastly the Command Post. The unit will maintain a copy of their DOC statement in their classified continuity binder.

3.3.1.(ADDED)(AETC) Report changes to C-level (measured or overall) to the Command Post within eight (8) hours.

3.9.3.(ADDED)(SAFB) The 82d Training Wing and 80th Flying Training Wing procedures on collecting and submitting SORTS data are as follows:

3.9.3.1.(ADDED)(SAFB) Units will gather hard copy documentation used to determine authorized, assigned, and available assets (i.e., MANFOR, UMD, DESIRE, CA-CRL, etc.) required accomplishing the SORTS report.

3.9.3.2.(ADDED)(SAFB) Monitors must pick up the SORTS desire list from the PRU office on the 20th of the month. If the 20th is a weekend or holiday pick up on the next duty day. The SORTS desire list is issued to assist units in calculating personnel assigned and available. Units will determine which of the required Air Force Specialty Code (AFSC) reported in their SORTS report are considered critical personnel by using table 4.4 in AFI 10-201. The unit monitor will find the appropriate rule number, which will point out the critical positions within the unit by officers and enlisted. Depending on the unit's mission it is possible for a unit to fall under more than one rule number.

3.10.(ADDED)(SAFB) The 82d Supply Squadron will provide unit monitors mobility bag listing every month and weapons listing every quarter. They will e-mail this listing to the Wing manager.

3.11.(ADDED) Once all data is collected unit monitors will compile their SORTS data using the AETC worksheets, provided by the Wing SORTS manager.

3.12.(ADDED)(SAFB) On the scheduled date and time the unit monitor will turn in worksheets, to the wing SORTS manager at the Command Post. The worksheets must be signed by both the unit commander and monitor, as designated on the appointment letter. If the unit is unable to arrive at the scheduled time, call the Wing manager at least 24 hours in advance to reschedule SORTS appointment.

3.13.(ADDED)(SAFB) The Wing SORTS manager and unit monitor will review the worksheets against the current data to verify the data within the report.

3.13.1.(ADDED)(SAFB) The Wing SORTS manager and unit monitors will review the worksheets together ensuring the worksheets are accurate and complete. Any minor errors or discrepancies will be corrected at that time by the unit monitor. Major errors or discrepancies (i.e. affecting C-levels, adding or deleting remarks, etc.) will be corrected by the unit monitor and will be briefed to and resigned by the releasing official. Each reporting unit will be able to make one copy of their worksheets at the Command Post.

3.13.2.(ADDED)(SAFB) Once unit worksheets are verified to be correct, a copy will be made for unit monitor to post in unit's classified continuity binder.

3.14.(ADDED)(SAFB) Using the Air Force's SORTS Data Entry Tool (AFSORTSDet) program, the Wing manager will create a SORTS report with the worksheet data provided by the unit monitor.

3.14.1.(ADDED)(SAFB) Once all reports are created, the Wing manager will print out a text file using the note pad program. The printouts will be matched against the current Dot Out File provided by HQ AETC/AOS. To ensure all data currently in the system's database is updated in accordance with the unit's current status. Upon final verification of the report, the printout will be posted in the Wing classified continuity binder, under the section for current submitted reports. The Dot Out File will also be posted under the current database section.

3.15.(ADDED)(SAFB) Upon completion of all SORTS reports in AFSORTSDet the Wing commander briefing will be accomplished. All the unit C-level ratings and percentages of the four measured areas will be updated into the PowerPoint slides used in the wing briefing. Immediately after the SORTS briefing by the SORTS manager the Wing or vice commander will sign a cover page describing the Wing status. The completed briefing will be posted in the Wing classified continuity binder under the briefing section.

3.16.(ADDED)(SAFB) After approval by the wing or vice commander, the wing SORTS manager will transmit the SORTS reports using the Global Command and Control System (GCCS) file transfer program.

3.16.1.(ADDED)(SAFB) HQ AETC/AOS GCCS Server will send an E-mail message confirming receipt of the submitted SORTS reports and deliver them on to Defense Information System Agency (DISA). Once SORTS reports are processed by DISA, an autodiv message will be received from FORSTAT WASHINGTON DC. Both these messages will be posted with the hard copy reports in the classified continuity binder.

3.17.(ADDED)(SAFB) The wing manager will pull down the Easyread products for each unit, including the 367th at Hill AFB UT, from the GCCS HQ AETC C2 SORTS retrieval home page. A copy will be posted in each of the unit binders maintained by the Wing manager and a copy will be given to the unit for commander review.

3.18.(ADDED)(SAFB) The wing manager will gather any errors that were noted during the submission of the SORTS report and create the error reports for each unit. The next month's SORTS reports due date will be annotated in the monthly unit error report. A copy will be posted in each of the unit binders maintained by the Wing manager and a copy will be given to the unit.

3.19.(ADDED)(SAFB) The Wing SORTS manager will ensure the unit monitors receive their copies of the Easyread between the 5th and the 10th of the month. The unit SORTS monitors will present the Easyread product to their commander for review.

SHARLA J. COOK, Brig Gen, USAF
Commander

*Attachment 1***SAMPLE SORTS MONITOR APPOINTMENT LETTER**

MEMORANDUM FOR: 82 TRW/CP

DD/MM/YY

FROM: Your Unit

SUBJECT: Status of Resource and Training System (SORTS) Monitors

1. The following individual(s) are appointed as SORTS monitor(s) for the (your unit):

<u>Rank/ Name</u>	<u>SSAN</u>	<u>Office Symbol</u>	<u>DP/HP</u>	<u>Security Clearance</u>
TSgt John R. Rivers (P)	123-45-6789	82 AMDS/SGPR	6-1234/851-5555	Top Secret

Signature

2. The following individual(s) are authorized to sign the SORTS documents in my absence:

Col Jane V. Deere	012-34-5678	82 MDG/CD	6-4321/696-0000	Top Secret
-------------------	-------------	-----------	-----------------	------------

Signature

3. The Unit Security Manager has verified the security clearances of the personnel listed above.

Signature**DATE:** __________
Name/Rank(typed)

4. POC is TSgt Dering, 82 AMDS/SGPR, 6-1234.
5. This letter supersedes all previous correspondence, same subject.

BERNARD A. FROST, Colonel, USAF
Commander, 82 MDG/CC